



EMPLOYMENT OPPORTUNITY

Environmental Resource Manager

RECRUITMENT NUMBER: 06446301

SALARY: \$5,734.23 - \$6,970.01 / MONTHLY

FILING DEADLINE: 5 PM, TUESDAY, MARCH 7, 2006

SUPPLEMENTAL APPLICATION FORM REQUIRED (ATTACHED)

POSITION SUMMARY

This position will assist with the development, funding, coordination and implementation of City environmental policies and the programs that execute those policies; assist local businesses, residents and City departments in implementing environmental programs; assist the department in community organizing efforts designed to provide the City with environmental programs; assist with monitoring and analyzing Federal, State and regional legislation and regulations that directly affect the City's environmental goals; may represent the City on local and regional environmental issues; and perform related duties as assigned. Note: Some evening and weekend commitments will be required.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: assist with the development, funding, coordination and implementation of City environmental policies and the programs that execute those policies in a sustainable manner; implement and coordinate programs designed to meet the City's environmental goals including residential and commercial public education that includes public speaking and public service programs in the areas of air quality, green house gas emissions reduction, urban heat island affect, watershed protection; water quality and supply, water conservation, reclamation and reuse, as well as the acquisition, preservation and restoration of open and passive recreational spaces within the City's sphere of influence; assist local businesses, residents and City departments in implementing environmental programs and best management practices to achieve the Council's environmental policy goals and objectives; assist the department in community organizing efforts designed to provide the City with environmental programs that meet City goals based on an open, transparent and inclusive process that engages the community in their development and implementation; assist with monitoring and analyzing Federal, State and regional legislation and regulations that directly affects the City's environmental goals; may represent the City on local and regional environmental issues; assist the department and grants division with identifying, preparing, and submitting executive grants, public/private partnerships and other resources that can provide funding support for programs that execute the City's environmental goals; attend training as assigned and pursue development of skills and knowledge necessary to maximize effective performance of role; may oversee professional staff in performing and conducting studies, special projects and administrative and technical functions; may conduct performance evaluations and implement discipline procedures as assigned; may act in the absence of the Director of Conservation and Environmental Services; may represent the City at formal meetings with outside agencies and organizations, may participate in outside community and professional groups and committees, and the public as assigned; provide technical assistance as assigned; develop and implement divisional goals, objectives and procedures; direct, oversee and participate in the development of the divisional work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures; prepare the budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; research and prepare technical and administrative reports; prepare written correspondence; perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination equivalent to a bachelor's degree in environmental sciences or management, urban planning, business, public administration or related field and two-years of professional experience in the development and implementation and/or administration of environmental related programs. Experience in a local government setting is highly desirable.

Knowledge, Skills and Abilities: Knowledge of: principles and practices of environmental science and management; principles and practices of leadership, motivation, team building and conflict resolution; pertinent local, State and Federal rules, regulations and laws; modern office procedures and computer equipment; principles and practices of organizational analysis and management; budgeting procedures and techniques; principles and practices of supervision, training and personnel management; English usage, spelling, grammar and punctuation; computer equipment and software applications related to assignment. Ability to: demonstrate community organizational skills that engage the community in identifying key environmental concerns; design and implement programs that address those concerns with the environmental policy direction established; implement effective public education

programs; on a continuous basis, analyze budget and technical reports; interpret and evaluate lengthy and complex reports and documents; know laws, regulations and codes, and clearly and concisely communicate their meaning and impact in written, graphic and verbal formats; problem-solve department related issues; remember various rules and procedures, and explain and interpret policy; prioritize and execute a dynamic list of departmental environmental priorities while exercising sound judgment; coordinate and participate in field activities as assigned; perform the most complex work of the department; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; gain cooperation through discussion and persuasion; interpret and apply City and department policies, procedures, rules and regulations; prepare and administer a budget; supervise, train and evaluate personnel; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; operate computer equipment and software applications related to assignment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner. Note: Spanish speaking skills desirable.

P H Y S I C A L D E M A N D S

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, ability to extend arms above shoulder to retrieve documents and equipment; perform simple grasping and fine manipulation; lift and carry weights up to 30-lbs; use telephone and communicate through written means; travel to various locations; see in the normal vision range with or without correction; hear in the normal range with or without correction.

A P P L I C A T I O N P R O C E S S

To be considered for this position, applicants must submit a City Application and Supplemental Application Form by 5:00 p.m., Tuesday, March 7, 2006. Applications submitted without a Supplemental Application Form will not be accepted. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.



Assigned Staff: Bobbi Bennett, Analyst (619) 409-5956 bbennett@ci.chula-vista.ca.us • Revised: 2/21/06
Hours: 8am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • Job Hotline: (619) 691-5095

The Human Resources Department is committed to providing superior services to employees, department, and the public to ensure an informed, quality workforce and community, while treating everyone with fairness, dignity, and respect.



Supplemental Application Environmental Resource Manager Recruitment Number 06446301

Human Resources
276 Fourth Avenue
Chula Vista CA 91910
Job Hotline (619) 691-5096

Last Name

First Name

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INSTRUCTIONS: Before completing this application, read the requirements that are stated on the job announcement. If you do not meet these requirements, do not apply as your application will be rejected. This questionnaire is NOT a substitute for the official City Employment Application. You must complete both forms completely. The information contained in the employment and supplemental applications will be used to determine your eligibility to compete and will be evaluated in the recruitment process. Failure to complete both forms will result in immediate disqualification from the recruitment process.

I. MINIMUM QUALIFICATIONS

- ☐ I have at least a bachelor's degree in environmental science or management, urban planning, business, public administration or related field.
- ☐ I have at least two-years of professional experience in development and implementation and/or administration of environmental related programs.
- ☐ I have experience in local government. Experience is desirable but not required.
- ☐ I have bilingual, Spanish speaking skills. Skill is desirable but not required.

II. EXPERIENCE

Please attach your answers to the following questions. Please keep your response to no more than two-pages per question.

A. Summarize the largest community program/event you have had to organize. Provide the target audience, the goal of the program, number of participants, other agencies involved, if applicable, number of staff involved, your primary tasks and responsibilities, and the name of the company you worked for.

B. Summarize one or two projects you have managed. Provide the goal of the projects, other agencies involvement, vendors, other department involvement, your primary task and responsibilities, and the names of the companies you worked for at the time of the projects.

C. Provide a summary of the largest awarded grant you have written. State whether you wrote the grant as an individual or on a grant committee, the awarding agency, the purpose of the grant, dollar awarded, terms of the grant and whether you managed the grant and the primary responsibilities you had in managing the grant. If you have no grant experience, write N/A.

Certificate from Applicant

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

Name

Signature

Date